

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 04-021**

**TO:** School District Superintendents, Principals, and Head Teachers

**FROM:** Maggie Singler

**DATE:** December 12, 2003

**SUBJECT:** December 2003, Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The December 15, 2003 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

Advance Based on 40<sup>th</sup> Day Growth was included in the December 15, 2003 APOR calculations for eligible districts that submitted a signed growth request form. If your district submitted a form but did not receive growth, it may be due to missing or late submitted ADM counts. Please review the ADMS46-1 and other related ADM reports to determine if all submitted data files processed successfully. If you need additional assistance regarding ADM file submissions/processing, please contact a Regional Training Center <http://www.ade.az.gov/rtc>. The Regional Training Center will direct you to contact additional resources if they are not able to assist you. Questions/concerns may also be emailed to the School Finance Inbox at [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov).

A JTED concurrency problem with satellite in SAIS programming has been corrected. The December 15, 2003 equalization calculation (APOR55) reflects ADM based on these corrections. For any questions regarding the ADM counts or processing, please contact Steve Murosky at (602) 542-8239 or email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov).

Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. The apportionment schedule for equalization, pursuant to A.R.S. §15-973, does not include a scheduled payment in November.

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition and Soft Capital Allocation increase for High School Count Transported by District of Residence have been updated for the December apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. Be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <https://www.ade.az.gov/commonlogon>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a RTC at <http://www.ade.az.gov/rtc>.

If you have any questions regarding the content of your reports please contact me at (602) 542-8244 or by e-mail at [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

cc: County School Superintendents

December 15, 2003